



Office of the City Clerk

Weekly Report – for Week Ending June 6, 2014

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

LAUSD Board District 1 Special Election/Statewide Election - Staff and the interim City Clerk observed the County of Los Angeles (County) June 3rd election. Several employees served as pollworkers and inspectors to assist the County and the City of Long Beach. Staff participated in and observed various aspects of the election to gain additional experience and implement best practices in the upcoming municipal elections.

City Elections - Staff is preparing for the August 12, 2014 Los Angeles Unified School District, Board District 1 Runoff Election.

City Elections - Election Division employees continue to staff the City of Los Angeles Municipal Election Reform Commission (CLAMERC) meetings and provide information and reports as requested. The final report is expected June 5, 2014 and will be submitted to the Mayor and Council.

Election Reform Commission - Community Input meetings were held in San Pedro, North Hollywood, the Council District 10 District Office, and in Boyle Heights.

Neighborhood Council Elections - Staff continues compiling post election data for the Department of Neighborhood Empowerment, consisting of candidate filing information, vote by mail statistics, translated material needs, and ballot printing quantities.

Records Management Offsite Storage RFP - Staff met with the City Attorney relative to the RFP for records storage. Further revisions have been completed and submitted for final approval.

LA Administrative Code - A draft of proposed revisions to Division 12 of the LAAC was completed and submitted to the Executive Office for review in order to streamline the obsolete records destruction process.

Microfilm Conversion of Council Minutes - An additional 20 reels were converted to digital format in the past week. This brings the total number of reels completed to 163. Our target for fiscal year 2013/2014 is 213 rolls, so we are 77% complete with our annual goal and 19% complete with the total project.

City Historical Archives - Significant Research - Numerous scanned copies of ordinances were provided to the Planning Department pertaining to zoning issues prior to 1980. This will be an ongoing effort. Assistance was also provided to the City Attorney's Office approximately 32 boxes of council files were retrieved for review relative to a Coastal Commission decision affecting land use and access at beaches within the City.

A researcher from UCI began research on the construction of the Hyperion treatment plant with a focus on environmental impact on the beach.

Neighborhood and Business Improvement Districts - A meeting was held with consultants relative to the North Hollywood, the Greater Leimert Park, and the Studio City business improvement district renewals. A meeting was held with the Little Tokyo merchant-based BID to discuss the potential assessment methodology as a result of the planned elimination of the business tax as mentioned in the City budget deliberations.

The deadline for the 28 existing (six are in the renewal process) property-based business improvement districts to submit assessment data for the 2015 property tax rolls was June 1st. .

TOP ITEMS

- *Staff participated in the June 3, 2014 Statewide Direct Primary Election*
 - *NC Election Close Out*
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Fiscal - Staff prepared fund transfer documents in anticipation of approval of the end of year Financial Status Report and submitted invoices on behalf of the Mayor's Office to LAPD and DOT.

AB1290/Council - Staff closed 3 AB1290 contracts, drafted 1 amendment and 3 contracts, and processed 5 advance payment requests.

General City Purposes - Staff received 13 allocation requests, processed 21 payments, drafted 1 new contract and executed 2 contracts for the allocation of General City Purposes funds.

Personnel - Staff coordinated Supportive Workplace Training for all Personnel and Payroll staff, and provided FMLA Orientation and Mileage training for several Council staff.

UPCOMING

East Area Neighborhood Walk - The Interim City Clerk and several staff will participate with Mayor Garcetti and Councilman Cedillo on the East Area Neighborhood Walk on Saturday June 7, 2014.

Elections - On Tuesday, June 10, 2014, Daniel Lindvall, Deputy Director for the Democratic Issues within the Swedish Ministry of Justice will be joining the City Clerk as part of the International Visitors Council of Los Angeles (IVCLA), a non-profit organization that implements the U.S. Department of State's International Visitor Leadership Program of professional and cultural exchanges. We hope this is an opportunity to share information and experiences in efforts to develop relationships that will strengthen global understanding and respect.